

JOB DESCRIPTION

POSITION TITLE: Development Director for Catholic Schools
DEPARTMENT: Development
REPORTS TO: Director of Development, Diocese of Charlotte
WORKS CLOSELY WITH: Diocesan Superintendent, Catholic Schools

POSITION SUMMARY: Collaborates with Office of Development and Catholic Schools Office leadership teams to support and coordinate the fund development efforts of the 19 Catholic schools in the Diocese of Charlotte. Plans and directs regular group meetings of the 19 principals and any school fund development staff or key school fund development volunteer leaders. Conducts school fund development assessments. Works closely with schools as they develop and carry out annual school fund development plans including but not limited to the attached list of activities. Meets on site with each of the 19 individual schools to support and coordinate the efforts mentioned above.

ESSENTIAL FUNCTIONS:

1. Plans and directs regular group meetings of the 19 principals and any school fund development staff or key school fund development volunteer leaders.
2. Meets on site with each of the 19 individual schools to support and coordinate the efforts mentioned above.
3. Visibly active within all 19 school communities as a supportive resource.
4. Conducts school fund development assessments.
5. Works closely with schools as they develop and carry out annual school fund development plans including but not limited to the attached list of Development Activities.
6. Meets regularly with Office of Development and Catholic Schools Office staffs with reports on the individual schools' activities and results.
7. Attends meetings of Office of Development staff.
8. Attends meetings of Catholic Schools staff including morning prayer, administrative team, board and principal meetings as requested.
9. Supports 19 schools in carrying out fund development efforts in other ways as needed.

OTHER RESPONSIBILITIES

1. Performs other duties as required by the Diocesan Director of Development and the Superintendent of Schools.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. An undergraduate degree and a minimum of 5 years' experience in development and/or fundraising; extensive fundraising experience may be substituted for a completed undergraduate degree.

Director of Development Catholic Schools

2. Self-motivated and able to plan, organize, and coordinate development activities in a timely manner; strong written and oral communication skills; work effectively with staff, volunteers, donors and the public.
3. Proficient in Microsoft Office software. Knowledge of Raiser's Edge or fundraising database software preferred.

Contact person:

Jim Kelley
jkkelley@charlottediocese.org